

No.3-7/2009-Admn  
**COASTAL AQUACULTURE AUTHORITY**  
Ministry of Agriculture  
**Government of India**  
2<sup>nd</sup> Floor, Shastri Bhavan Annexe  
26, Haddows Road, CHENNAI – 600 006  
\*\*\*\*

Coastal Aquaculture Authority, a statutory body under the Ministry of Agriculture invites application from willing and eligible officers, who can be spared immediately in case of selection, for filling up of the following 2 posts. The application should reach within 45 days from the date of publication of this notification in the Employment News. The terms and conditions of deputation are governed by the Govt.of India, Department of Personnel & Training O.M.No.2/29/91 -Estt(Pay.II) dated 5<sup>th</sup> January, 1994 as stands amended from time to time.

**1) Name of post: Superintendent, scale of pay : Rs.9300-34800+Grade Pay Rs.4600 (Group B) (Pre-revised Rs.6500-10500) (one No.) deputation/absorption**

Officers under the Central/State Govts/Union Territories or Agricultural Universities or Recognized Research Institutions or Councils or Semi Govt. or Statutory or Autonomous organizations

(a)(i) holding analogous post on regular basis in the parent cadre or Department; **OR**

(ii) having five years regular service in the pay scale of Rs.9300-34800 plus Grade Pay Rs.4200/- (pre-revised scale Rs.5500-9000) or equivalent in the parent cadre or Department; and

(b) possessing the following educational qualifications and experience

(i) Degree from a recognized University or equivalent

(ii) 3 years experience in the administration and establishment matters in Govt. organization

**Desirable:** Possessing experience in accounts matters

**2) Name of post: Senior Clerk, scale of pay: Rs.5200 – 20,200+ Grade Pay Rs 2400 (Group C) (1 No.)deputation**

Officers under the Central/State Govts./Union Territories or Agricultural Universities or Recognized Research Institutions or Councils or Semi Govt. or Statutory or Autonomous Organizations

(a)(i) holding the post of Upper Division Clerk or analogous post on regular basis in the parent cadre or department;

(ii) having eight years regular service in the pay scale of Rs.3050 – 4590 or equivalent in the parent cadre or department and having five years experience in establishment and administrative/Accounts matters in a Govt. department

**Age:** Should not have completed 56 years of age as on the closing date of receipt of applications

**General Information:**

- 1) Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications
- 2) Candidates will have to produce proof of details furnished in their application as and when required
- 3) Applications received after the closing date, unsigned applications, incomplete applications and applications not in the prescribed proforma and not routed through their employers and without the required certificates (complete and up-to-date CR dossiers for the last five years and vigilance and disciplinary clearance certificate) will not be considered.
- 4) Only Indian Nationals need apply
- 5) Canvassing in any form will be a disqualification
- 6) The prescribed qualifications are minimum and it would be open to the competent authority in the Coastal Aquaculture Authority to restrict the number of candidates for consideration to a reasonable level by adopting qualifications and experience of a higher level than the minimum prescribed in the advertisement.
- 7) The Coastal Aquaculture Authority reserves the right not to fill up the post if it so decides.
- 8) No correspondence in the matter of consideration/selection will be entertained.
- 9) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

- 10) If at any stage, it is discovered that any attempt has been made by the applicant to willfully conceal or misrepresent any fact, his/her candidature may be summarily rejected or his/her appointment terminated.
- 11) The selected candidate will be appointed on deputation normally for a period of 3 years, which may be extended or curtailed at the discretion of authority depending on requirement/performance.
- 12) The application should be sent in the prescribed proforma available in our website [www.caa.gov.in](http://www.caa.gov.in) neatly typed out in A-4 Size paper and addressed to:-

**THE MEMBER SECRETARY  
COASTAL AQUACULTURE AUTHORITY  
DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES  
MINISTRY OF AGRICULTURE  
2<sup>nd</sup> FLOOR, SHASTRI BHAVAN ANNEXE  
No.26, HADDOWS ROAD, CHENNAI – 600 006**

The application should reach him within 45 days from the date of publication of this notification in the Employment News.

## BIO DATA PROFORMA

1	NAME AND ADDRESS (IN BLOCK LETTERS)					
2	Date of birth (in Christian Era)					
3	Date of retirement under Central/State Govt. rules					
4	Educational Qualifications					
5	Whether educational and other qualifications required for the post are satisfied?(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)					
Qualifications/Experience required				Qualifications/experience possessed by The officer		
Essential	1)					
	2)					
	3)					
Desired	1)					
	2)					
6.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post					
7	Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient					
	Office/Instt/ Orgn	Post Held	From	To	Scale of pay & basic pay	Nature of duties (IN DETAIL)
8	Nature of present employment, i.e. ad hoc or temporary or permanent					
9	In case the present employment is held on deputation/contract basis, please state					
	a) the date of initial appointment					
	b) period of appointment on deputation/contract					
	c) name of the parent office/organization to which you belong					
10	Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column)					
	a) Central Govt					
	b) State Govt					
	c) Autonomous Organization					
	d) Govt. Undertaking					
	e) Universities					
	f) Others					

: 2 :

11	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
12	Total emoluments per month now drawn	
13	Additional information including, which you would like to mention in support of your suitability for the post (with regard to additional academic qualification, professional training and work experience over and above prescribed in the vacancy circular/advertisement) enclose a separate sheet,if space is insufficient	
14	Whether belongs to SC/ST/OBC	
15	Remarks	
		<b>SIGNATURE OF THE CANDIDATE</b>
	Date:	Address:

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING AUTHORITY**

CERTIFIED THAT :

- i) The particulars furnished by Shri/Smt./Kum \_\_\_\_\_ is correct.
- ii) There is no vigilance/disciplinary case either pending or contemplated against him/her.
- iii) The certified copies of Annual Confidential Reports of Sri/Smt/Kum.....  
.....for the period from..... to.....are enclosed.

Date :

**SIGNATURE OF HEAD OF THE DEPARTMENT/  
FORWARDING AUTHORITY.**